

Starting From Scratch

A guide to crafting your résumé and professional letters

Career Services | JOBS
at Sam Houston State University™ | for KATS

shsu.edu/careerservices | 936.294.1713 | jobsforkats.com

Sam Houston State University™ MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

Getting Started...

What is a résumé?

A résumé is a snapshot of your experience, skills and qualifications. It is a professional introduction¹ meant to capture the interviewer's attention and convince them that you are an ideal candidate to interview.

Why should I have one?

A résumé isn't information thrown on a page – it is a skillfully crafted tool to showcase what makes you qualified for the open position. Preparing one early helps you fine tune and perfect it, and increase your chances of getting an interview.

What should my résumé include? (See detailed description on next page)

- Contact information
- Objective
- Education
- Experience
- Additional Sections – Activities, Honors/Awards, Community Service, Skills, Languages, Volunteer Work, and Computer Skills related to industry

Tips for beginning your résumé:

- **Keep it short** – preferred length is **one** page
 - Avoid using first person references (Me, My, I)
 - Leave out *irrelevant* information
 - Recommended font size is 10-12 for body, and 14-16 for your name
- **Prioritize**
 - List the most important information to your prospective job first
- **Organize**
 - A simple, logical format helps the reader find important information quickly and easily in the short time they are viewing it
- **Connect**
 - Make a connection between academic and employment experience to the job for which you are applying
 - Use **key words** from job postings throughout your résumé
- **Proofread!**
 - Typos, grammatical errors, poor grammar, and spelling mistakes are *unacceptable*
- **Presentation is important**
 - Make a good first impression by having a clean, well organized résumé
 - Print on high quality white or off-white paper only – 8 ½" x 11"
 - Use a simple font – no scripts or block letter fonts
 - Do not fold, staple, wrinkle, etc.

Freshman are *not* exempt!

Just starting college? Get a head start on your résumé by using high school information. By your sophomore year you should remove high school information and replace it with your experience and credentials from college.

Emphasize the skills employers want in your resume!²

- Ability to work in a team structure
- Ability to make decisions and solve problems
- Ability to communicate verbally with people inside and outside an organization
- Ability to plan, organize and prioritize work
- Ability to obtain and process information
- Ability to analyze quantitative data
- Technical knowledge related to the job
- Proficiency with computer software programs
- Ability to create and/or edit written reports
- Ability to sell and influence others

Remember we are here to help! Make an appointment with a career counselor or one of our Career Services staff for a one on one resume critique session or use our weekly walk in times.

¹Sue Campbell "What is a Resume", 1st-writer.com

² NACE 2015

Building Your Résumé ...

Content and formatting are both important! Look here for help with content, and the following pages for examples that may help with formatting.

Contact Information:

- **Name** – make it pop! Make sure they remember who you are by making your name stand out. 14-16 font is recommended; stay consistent with the font style. Use creative formatting (bold, all caps, etc.)
- **Address** – Street Address, City, State, Zip Code. (Preferably a permanent one.)
- **Phone Number** – include the number where you can be reached. Have a *professional* voicemail in case you are unavailable to answer the telephone.
- **E-mail Address** – make sure it is professional as well. Avoid hyperlinks.

Objective:

- Is a brief, specific statement of the type of position you are seeking
- Should be thoughtful and well crafted
- Acts like a thesis statement for a term paper – the rest of your résumé should support it
- Should answer questions: What type of position do I want? What are my early goals?
- If you do not include one on your résumé, you must include it in your cover letter

Education:

- List the schools you've graduated from, or from which you expect to graduate, in reverse chronological order. List their location as well.
- Include your full degree (ex. Bachelor of Arts in Dance), minor, and graduation date
- Grade point average is optional. Should be at least a 3.0 if it is included
- May include relevant coursework, honors, etc.

Experience:

- List paid and volunteer experience
- Include Company, Position Title, Location, and Dates
- Emphasize 3-5 duties, skills, accomplishments, and/or results in a bulleted list
- Use *action words* whenever possible to describe duties (see next page for a list)
- Use present tense for current position, and past tense for previous positions
- Can include sports, community service, and organizations to highlight experience
- Be specific in amounts and numbers – How often? How much?
- Avoid repetition

Other Sections:

- Are a way to expand on experience and education, and to show you have the skills the company needs
- Only include headings that are relevant to your objective
- Some examples: Honors, Activities, Key Skills/Competencies, Athletic Involvement, etc.

References:

- May indicate that they will be furnished upon request. This is helpful to add in if you need a space filler at the end of your document. You can leave this off if you are running out of room
- Names, addresses, and phone numbers of references should be listed on a separate page with the same heading as your résumé
- Always request permission to include references beforehand

Developing Good Statements...

Use these action verbs to help craft thoughtful, descriptive duties/responsibilities for your résumé.

Communication /People Skills	Recruited	Analyzed	Prevented	Oversaw	Submitted	Guided
Addressed	Referred	Appraised	Provided	Planned	Supplied	Individualized
Advertised	Reinforced	Assessed	Referred	Presided	Standardized	Informed
Arbitrated	Reported	Audited	Rehabilitated	Prioritized	Systematized	Instilled
Arranged	Resolved	Balanced	Represented	Produced	Updated	Instructed
Articulated	Responded	Budgeted	Resolved	Recommended	Validated	Motivated
Authored	Solicited	Calculated	Simplified	Reorganized	Verified	Persuaded
Clarified	Specified	Computed	Supplied	Replaced	Research Skills	Simulated
Collaborated	Spoke	Conserved	Supported	Restored	Analyzed	Stimulated
Communicated	Suggested	Corrected	Volunteered	Reviewed	Clarified	Taught
Composed	Summarized	Determined	Management/Leadership Skills	Scheduled	Collected	Tested
Condensed	Synthesized	Developed	Administered	Secured	Compared	Trained
Conferred	Translated	Estimated	Analyzed	Selected	Conducted	Transmitted
Consulted	Wrote	Forecasted	Appointed	Streamlined	Critiqued	Tutored
Contacted	Creative Skills	Managed	Approved	Strengthened	Detected	Technical Skills
Conveyed	Acted	Marketed	Approved	Supervised	Determined	Adapted
Convinced	Adapted	Measured	Assigned	Terminated	Diagnosed	Applied
Corresponded	Began	Netted	Attained	Organizational Skills	Evaluated	Assembled
Debated	Combined	Planned	Authorized	Approved	Examined	Built
Defined	Composed	Prepared	Chaired	Arranged	Experimented	Calculated
Developed	Conceptualized	Programmed	Considered	Catalogued	Explored	Computed
Directed	Condensed	Projected	Consolidated	Categorized	Extracted	Conserved
Discussed	Created	Qualified	Contracted	Charted	Formulated	Constructed
Drafted	Customized	Reconciled	Controlled	Classified	Gathered	Converted
Edited	Designed	Reduced	Converted	Coded	Inspected	Debugged
Elicited	Developed	Researched	Coordinated	Collected	Interviewed	Designed
Enlisted	Directed	Retrieved	Decided	Compiled	Invented	Determined
Explained	Displayed	Helping Skills	Delegated	Corrected	Investigated	Developed
Expressed	Drew	Adapted	Developed	Corresponded	Located	Engineered
Formulated	Entertained	Advocated	Directed	Distributed	Measured	Fabricated
Furnished	Established	Aided	Eliminated	Executed	Organized	Fortified
Incorporated	Fashioned	Answered	Emphasized	Filed	Researched	Installed
Influenced	Formulated	Arranged	Enforced	Generated	Reviewed	Maintained
Interacted	Founded	Assessed	Enhanced	Incorporated	Searched	Operated
Interpreted	Illustrated	Assisted	Established	Inspected	Solved	Overhauled
Interviewed	Initiated	Clarified	Executed	Logged	Summarized	Printed
Involved	Instituted	Coached	Generated	Maintained	Surveyed	Programmed
Joined	Integrated	Collaborated	Handled	Monitored	Systematized	Rectified
Judged	Introduced	Contributed	Headed	Obtained	Tested	Regulated
Lectured	Invented	Cooperated	Hired	Operated	Teaching Skills	Remodeled
Listened	Modeled	Counseled	Hosted	Ordered	Adapted	Repaired
Marketed	Modified	Demonstrated	Improved	Organized	Advised	Replaced
Mediated	Originated	Diagnosed	Incorporated	Prepared	Clarified	Restored
Moderated	Performed	Educated	Increased	Processed	Coached	Solved
Negotiated	Photographed	Encouraged	Initiated	Provided	Communicated	Specialized
Observed	Planned	Ensured	Inspected	Purchased	Conducted	Standardized
Outlined	Revised	Expedited	Instituted	Recorded	Coordinated	Studied
Participated	Revitalized	Facilitated	Led	Registered	Critiqued	Upgraded
Persuaded	Shaped	Familiarized	Managed	Reserved	Developed	Utilized
Presented	Solved	Furthered	Merged	Responded	Enabled	
Promoted	Data/Financial Skills	Guided	Motivated	Reviewed	Encouraged	
Proposed	Administered	Helped	Navigated	Routed	Evaluated	
Publicized	Adjusted	Insured	Organized	Scheduled	Explained	
Reconciled	Allocated	Intervened	Originated	Screened	Facilitated	
		Motivated	Overhauled		Focused	

Resume Checklist

Stop! Before you submit your resume to an employer, be sure you can check off the following:

Content		
	Heading	Name, address(es), phone number(s) and email(s) are current and correct. Email address is professional.
	Objective	Stated simply and concisely; specific enough to give the employer an idea of the job you are seeking.
	Summary of Qualifications optional	Good way to highlight your strengths and skills that you may or may not describe under your Experience section. If used, highlight your skills that directly relate to the position you are seeking.
	Education	Spell out your degree, major and minor. Leave off high school information unless you are a freshman. Include month and year you plan to graduate.
	GPA	Include GPA if a 3.0 or better; identify what GPA you are stating on your resume (cumulative or major). You can list both if you like.
	Relevant Coursework optional	List courses or projects when career-related experience is lacking or coursework is particularly relevant. Include under your Education section.
	Experience	List your work and internship experiences. All experience entries should contain the same set of information (job title, dates employed, employer, location and duties/responsibilities). Describe responsibilities, duties and accomplishments of each experience using action verbs.
	Honors & Awards optional	List any academic honors, recognition of scholarships, etc. Do not list any high school information unless you are a freshman. Can be its own section or can be listed under your Education section.
	Involvement	List memberships in on or off-campus organizations. Include leadership roles. Can be its own section or listed under your Education section.

Style & formatting		
	Organization	Information arranged logically and in a format highlighting your strengths.
	Headings	Use boldface or capital letters for emphasis.
	Action Verbs	Use short action phrases to demonstrate your responsibilities/duties. Use correct verb tense: present tense referring to current activities and past tense referring to past activities.
	Font	Font size should be between 10-12 point. Use simple, readable fonts.
	Length	One page is preferred for current students and recent graduates. If you use two pages, place most important information on first page.
	Margins	All margins should be the same size. One inch margins are ideal; you can go as small as ½ inch margins if needed.
	Bullets	Use bullets to organize descriptive information such as responsibilities/duties under Experience section. Avoid using fancy bullets.
	Consistency	Maintain a consistent formatting style. All bullets should be in alignment, if one heading is bolded, all should be bolded, etc.
	Placement	Use space wisely, resume should look full but not crowded.
	Paper	Paper should be heavy bond, white or pale colored.

Additional tips		
	Proofread	Check for grammar and spelling. Ask someone to read over your resume.
	Resume Critique	Submit your resume to Career Services for feedback.
	Update	Maintain! Keep it up-to-date with current jobs, education and activities.

Adapted from Stephen F. Austin State University Career Services



shsu.edu/careerservices | 936.294.1713 | jobsforkats.com

Sam Houston State University™ MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

JAMES C. DAVIS

student@email.com • student phone

Local Address:

919 Bearkat Blvd.
Huntsville, TX 77341

Permanent Address:

PO Box 2238
East Bernard, TX 77435

OBJECTIVE Flexible problem-solver seeking an entry-level management position, preferably in finance

EDUCATION**Sam Houston State University**

Bachelor of Business Administration in Finance, 3.60
Minor in Spanish

Huntsville, TX

Expected 5/2017

Coursework:

- Strategic Management
- Business Finance
- Business Law
- Business Communications
- Labor Economics
- Operations Management

EXPERIENCE**The Dow Chemical Company**

Finance Intern

Midland, MI

Summer 2015

- Reviewed current Cash Flow reporting process and prepared 2Q99 Cash Flow Statement using current process
- Designed, tested, and implemented new process for Cash Flow reporting
- Researched Securities and Exchange Commission's "Plain English" rule and rewrote large portion of Dow's 2016 10K in "Plain English"

Sam Houston State University, Department of Accounting

Student Assistant

Huntsville, TX

8/2014-5/2015

- Created Excel spreadsheets for grading purposes
- Designed Excel spreadsheets for agriculture data and test banks
- Assisted professors with general office work and other special assignments

COMPUTER SKILLS

- Microsoft Office
- Corel Office
- Mainframe Focus
- SAP/R2 - Financial Mode

HONORS & ACTIVITIES

- Dean's List: Spring and Fall 2015
- President's Honor Roll: Spring 2014
- The Dow Chemical, SHSU Alumni Scholarship recipient
- Habitat for Humanity
- National Collegiate Scholar

REFERENCES

Available upon request

KAREN L. JAMES

919 16th Street * Huntsville, TX 77341 * (936) 294-1713
student@email.com

OBJECTIVE Enthusiastic, dynamic educator seeking a classroom position in elementary classroom, grades EC-6.

EDUCATION

Graduating 12/16

Sam Houston State University, Huntsville, TX

Bachelor of Science in Interdisciplinary Studies, EC-6 Generalist, 3.88

Certifications:

- EC-6 Generalist- Passed 5/28/2015
- ESL Supplement- Passed 4/13/2015

Related Coursework:

- Human Growth and Learning
- Curriculum for the Early Childhood
- Inclusion of Young Children
- Emergent and Beginning Literacy
- Creating an Environment for Learning
- Assessment Of Student Learning
- Language Acquisition Theory

PRE-TEACHING EXPERIENCE

3/16-Present

George Bush Junior High, College Station, TX

Student Teacher

First Grade, Jason Williams, Mentor Teacher

- Observe, assist, and teach first grade pre-algebra honors course
- Develop lesson plans for the accelerated students
- Collaborate with mentor teacher to develop programs for the gifted and talented students
- Manage an after-school reading club consisting of 50 students from diverse backgrounds

1/15-3/15

Knippa Junior High, Knippa, TX

Student Teacher

Fifth Grade, Mary Simmons, Mentor Teacher

- Taught fifth grade mathematics and science lessons to a class of 15
- Organized weekly lesson plans and activities focused on State of Texas Assessments of Academic Readiness (STAAR)
- Created and implemented an innovative classroom management plan that increased student compliance by 90 percent

EXPERIENCE

8/13-present

J.C. Penny's, The Woodlands, TX

Sales Associate

- Coordinate all cash and credit transactions via computer register
- Maintain and design advertising displays
- Assist supervisor in the ordering of the spring and fall children's clothing lines

HONORS AND AFFILIATIONS

- Sam Houston Association for the Education of Young Children (SHAIEYC)
- Golden Key National Honor Society
- National Dean's List

Samantha Student

1234 Bearkat Blvd
Huntsville, Texas 77340
samanthastudent@shsu.edu • phone

Objective

Creative individual seeking entry-level management position, preferably at a museum of history

Education

Sam Houston State University

Bachelor of Business Administration in Management, 3.93

Minor in History

Relevant Coursework

- Quality Management
- Organizational Behavior
- Public History
- Historiography

Huntsville, Texas

May 2017

Leadership Experience

Chi Eta Pi

Pledge Class President, Recruitment Executive

- Planned, organized, and executed recruiting events throughout the year
- Recruited new leaders into sorority by planning dynamic events and utilizing networking skills
- Educated 15 women a semester in the history of Chi Eta Pi

Huntsville, Texas

September 2014-May 2015

SHSU Campus Lions Club

President

- Delegated responsibilities of upcoming service projects to active members of club
- Led meetings effectively by always starting on time and following a pre-established agenda
- Participated in at least 2 service projects every month that benefited surrounding communities

Huntsville, Texas

August 2013-May 2015

Work Experience

Starbucks

Barista

- Utilize creativity to design product layouts around store that have increased sales by 5%
- Provide exceptional customer service to each individual by being warm and positive, and striving to get every drink order correct
- Learned and flawlessly created over 30 drink recipes by first month of employment

Huntsville, Texas

January 2014-Present

Awards/Honors

- Deans List, Fall 2014-Spring 2015
- Who's Who Among Colleges and Universities, 2014-2015
- President's Award in Lions Club, 2014
- Member of Elliot T. Bowers Honors College Fall 2013-Spring 2014

Volunteer Activities

SAAFE House Volunteer, September 2014-May 2015

Relay for Life Participant, 2013-2015

SHSU Campus Lions Club Member, August 2013-May 2014

References (only include if you need a space filler at the end of your resume)

Available upon request

Coaching Resume

COACH CARTER

919 16th street ▪ Apt 123 ▪ Huntsville, TX ▪ 936-456-7891 ▪ student@shsu.edu

OBJECTIVE

Pursuing a coaching position in an academic/athletic program that requires expertise in motivating youth to achieve goals, while prioritizing and strategizing for successful athletic programs.

EDUCATION

Sam Houston State University

Bachelor of Arts in Kinesiology, 3.30

Huntsville, TX

May 2017

Certifications:

- Physical Education
- Secondary History and Social Science Composite (Grades 6-12)

SKILLS

- Exceptional at teaching the fundamentals of Football, Softball, Baseball, and Basketball
- Excellent communication and motivational skills
- Strong knowledge of proper health and fitness

EXPERIENCE

Spring ISD

Assistant Coach, P.E. Teacher

Spring, TX

September 2014 - Present

Coaching Duties:

- Assess the performance of the players
- Provide instructions on how to avoid the injuries and accidents
- Develop and implement strength and conditioning programs

Teaching Duties:

- Instill in children the importance of lifelong health and fitness
- Teach team sportsmanship through extensive fitness activities
- Focus on increasing students' endurance and physical strength

Huntsville Soccer Association

Team Captain

Huntsville, TX

March 2012 - June 2014

- Motivated and prepared teammates for up-coming games
- Evaluated the strengths and weaknesses of opponents
- Assisted coach in developing plays

PROFESSIONAL ORGANIZATIONS

- Texas Coaches Association 2014-Present
- Texas Association of Football Coaches 2014-Present

MARSHALL GUNN

936-294-1713 ♦ mgunn@email.edu

OBJECTIVE

Skilled critical thinker seeking an internship with the United States Secret Service

EDUCATION

Sam Houston State University

Bachelor of Science in Criminal Justice, 3.5

Huntsville, Texas

May 2017

Relevant Coursework

- Global Terrorism and Homeland Security
- Crime, Justice, and Social Diversity
- Law and Society
- Criminal Investigation

EXPERIENCE

Texas Department of Criminal Justice

Correctional Officer I

Huntsville, Texas

August 2015-present

- Supervise and provide security for 50 or more offenders during their daily activities
- Respond to emergency situations immediately and perform any actions necessary, such as providing first aid, escorting offenders, and contacting supervisors
- Maintain organized log of all activities during shift
- Contribute to creating a positive and amicable work environment, in part by adhering to all policies and procedures put forth by the state of Texas

United States Air Force, Laughlin Air Force Base

Radar Operator and Crew Trainer

Del Rio, Texas

May 2012-June 2014

- Lead operator for 5 different radar systems
- Instructed 20-50 entry-level personnel in proper radar techniques and tactics
- Developed and implemented training exercises for an 8 person crew
- Received outstanding unit award for 2008 and 2009

HONORS

- Awarded 2nd place in SHSU 8 Mile Military Ruck, March 2014
- Donald J. Weisenhorn Criminal Justice Scholarship 2013-2015
- Dean's List, Fall 2014

IMRAN JAMEEL

919 16th Street • Apt. #123

Huntsville, TX 77341

936-294-1713 student@shsu.edu

OBJECTIVE

Motivated leader pursuing a position as a personal trainer at a reputable fitness center

EDUCATION

Sam Houston State University

Bachelor of Arts in Kinesiology, 3.20

Minor in Health

Huntsville, TX

December 2016

Relevant Coursework:

- Exercise Physiology
- Anatomy Physiology I & II
- Medical Terminology
- Sports Medicine
- Microbiology
- Biomechanics

RELATED EXPERIENCE

Joe's Gym

Personal Training Intern

Huntsville, TX

September 2014- Present

- Evaluate and assess new and existing members
- Integrate nutritional components into fitness programs
- Educate members on proper use of equipment
- Facilitate instructional workshops on fitness techniques related to strength training

Sam Houston State University

Basketball Team Captain

Huntsville, TX

March 2013 - June 2015

- Prepared teammates on physical as well as mental level
- Assessed the strengths and weaknesses of opponents
- Encouraged 25 teammates to meet team goals

SKILLS

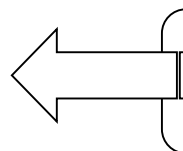
- CPR certified for children and adults
- Basic knowledge of calisthenics and weight training
- Ability to speak and read Spanish

AWARDS & ACTIVITIES

- First Team All-American Nominee 2014-Present
- Team Most Valuable Player 2013-2014
- Boys and Girls Club-*Basketball Trainer* 2012-2014

WILL B. ALUMNI

919 16th Street
Huntsville, TX 77341
(936) 294-1713
student@email.com



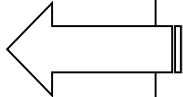
Use the same heading as you did on your résumé.

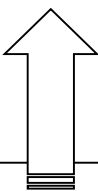
REFERENCES

Dr. Joe Smith
Professor, Accounting
Sam Houston State University
Huntsville, TX 77341
(936) 555-1712
ccc_xyz@shsu.edu

Mrs. Mary Jones
Accountant
The Smith Group, LLP
Houston, TX 77090
(713) 555-1234
mjonesnotreal@yahoo.com

Mr. Timothy Marshall
Office Manager – Cashier’s Office
Sam Houston State University
Huntsville, TX 77341
(936) 555-5555
omc_xyz@shsu.edu

- 
- Ask permission before listing anyone as a reference
 - Do not list the reference’s email unless he/she has given you permission
 - List 3-5 professional references
 - You do not need a mailing address. However, if you choose to list the mailing address for one reference, list the mailing address for all of the references



Your reference page should be printed on the same *type* of paper as your résumé.

Samantha Student

1234 Bearkat Blvd • Huntsville, Texas 77340 • samanthastudent@shsu.edu • phone

Objective

Education

Sam Houston State University

Huntsville, Texas

Bachelor of _____ in _____, _____

Expected Grad: _____

Minor in _____

Relevant Coursework (optional)

-
-
-
-

Leadership Experience

_____ (organization name)

_____, Texas

_____ (job/position title)

_____ - _____

-
-
-

Work Experience

_____ (company name)

_____, Texas

_____ (job/position title)

_____ - _____

-
-
-

_____ (company name)

_____, Texas

_____ (job/position title)

_____ - _____

-
-
-

Awards/Honors (or Skills)

-
-
-
-

Volunteer Activities

References (optional—leave off if running out of room)

Available upon request

Sammy Student
919 16th Street
Huntsville, TX 77341

Same heading as your resume.

March 1, 2017

Ms. Ima Boss
Recruiting Coordinator
Big Dogs Incorporated
Box 2238
Huntsville, TX 77340

Dear Ms. Boss:

I am interested in applying for the sales representative position recently advertised at Sam Houston State University Career Services. The skills I have developed from my work experience and academic background support my strong interest in a sales career.

As you can see from my resume, the internship I had with Little Dogs Incorporated provided an opportunity for me to gain practical experience with account maintenance and cold-calling new accounts. In addition, I have worked as a waiter for the past four years, learning first-hand how to effectively manage customers and their demands. I have been formally commended by the management several times, being named "Employee of the Month."

Since I decided to pursue a sales career, Big Dogs Incorporated has been at the top of my list of prospective employers. The strides your company has taken in the computer software market, namely the development of packages for use by pharmacies and hospitals, make Big Dogs Incorporated a leader in the industry.

I welcome the opportunity to discuss my interest and qualifications with you regarding the sales representative position. If you have any questions, please feel free to contact me at (936) 294-1713 or student@email.com. Thank you for considering me for this position.

Sincerely,

Sammy Student

Sammy Student

Enclosure

Structure your cover letter with three or four paragraphs

Paragraph 1: Identify the position and your source of information. Introduce your themes. Explain your purpose.

Paragraph 2 & 3: Inform the reader about your education, work experience and strongest qualifications that match the position requirements. Reference your enclosed resume or other documents. Express interest in the employer and the job.

Paragraph 4: Request an opportunity to speak with them. Thank them for their time and consideration.

Closing: Don't forget to sign your name.

Note: Your cover letter should be printed on the same type of paper as your résumé.

Thank-You Letter

**Structure your
thank-you letter
with three
paragraphs**

Paragraph 1:

Express your sincere appreciation.

Paragraph 2:

Reemphasize your strongest qualifications. Draw attention to the good match between your qualifications and the job requirements.

Paragraph 3:

Thank the employer once again. Give contact information and again show your interest in the position.

Closing:

Don't forget to sign your name.

919 16th Street
Huntsville, TX 77341

September 25, 2016

Ms. Ima Boss
Recruiting Coordinator
Big Dogs Incorporated
Box 2238
Huntsville, TX 77341

Dear Ms. Boss:

Thank you for taking the time to interview me at Sam Houston State University on September 24, 2016. I enjoyed talking with you and learning more about the sales representative position with Big Dogs Incorporated.

My enthusiasm for the position and my interest in working for Big Dogs Incorporated were strengthened after meeting with you. The skills that I have gained through my internship coupled with the knowledge that I gained from my education seem to fit nicely with the job requirements. I am confident that I could significantly contribute to your company over time. I greatly enjoy this career field and wish to apply my interest and knowledge to Big Dogs Incorporated.

Again, thank you for the opportunity to interview with you. Please feel free to contact me at 936-555-5555 or student@email.com if I can provide you with any additional information. I look forward to speaking with you soon.

Sincerely,

Sammy Student

Sammy Student

Career Services at Sam Houston State University

We assist students in making the transition from college to career through a variety of programs, including career advising, resume development, career fairs, workshops, and employer recruiting. As a student or graduate of Sam Houston State University, you are encouraged to utilize the services provided by Career Services. We suggest you begin your exploration of careers and interesting job opportunities as early as your freshman year. As you begin your job search you will want to fully utilize our services and resources.

Career Counseling

Need help deciding on a major or choosing a career? Come meet with one of our career counselors to explore your interests and plan your career goals. We can help you gain information regarding the best use of your degree in a chosen field, and decide what steps need to be taken next. We also offer Career Assessments. Discover how your personality type and interest can direct your career choices that best suit you. Come in for more information on the Myer-Briggs Type Indicator® and Strong Interest Inventory® assessments.

Resume Critiques

Schedule an appointment to review your completed resume with a Career Services graduate student or career counselor. You can also submit it online at www.shsu.edu/careerservices or upload it to JOBS for KATS for critiquing. We suggest that you begin this process in your Junior year or sooner.

Mock Interview

In order to prepare for future interviews, you may want to practice your interviewing techniques. Mock interviews can be scheduled to identify strengths and weaknesses to better prepare you for the world of work through feedback from career counselors. You will also be given tips on marketing yourself professionally and making a good first impression.

InterviewStream

Online practice interview system that allows the opportunity to see and hear yourself online and get you more acclimated to the interview process. Using a webcam, students will be able to simulate job interviews by responding to pre-recorded industry-specific interview questions and practice both verbal and nonverbal communication skills. All interviews are accessible online for career counselors to assess and leave feedback upon request. Learn about your strengths and weaknesses during an interview so that you can refine your skills.

Career Fairs

Each year Career Services hosts a variety of career events open to all Sam students and alumni including Spring/Fall Teacher Job Fair, Career Expo, Agricultural Sciences and Engineering Technology/STEM Job Fair, Criminal Justice Job Fair, Summer Camp Job Fair, and Health Sciences Career Fair. Log onto JOBS for KATS before the event to see a list of the employers that are coming and the positions for which they are hiring.

On-Campus Interviewing

Many employers representing a wide variety of industries schedule on-campus interviews with SHSU students and graduates. Log onto JOBS for KATS to sign up during interview season!

JOBS for KATS

The JOBS for KATS online job posting system is a powerful tool for success. Its many features include:

- Job/Internship Postings
- On-Campus Interview Scheduler
- Online Resume Critiques
- Workshop Sign-up

Registration is free, students and alumni can create an account at: www.JOBSforKATS.com

Career Counseling Liaison Program

We have three career counselors who serve as liaisons for three colleges at SHSU: College of Business, College of Criminal Justice, and College of Education. If you are part of these colleges, you can request to meet with the assigned liaison. If not part of these colleges, you can request a general career counselor.

Walk In Hours

Come by and meet with Career Services staff during walk in hours for career counseling or a resume critique on the following days:

Tuesdays 10 am to 12 pm
Wednesdays 2 pm to 4 pm
Thursdays 2 pm to 4 pm

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